

# FHC BOARD MEETING - PART 1

## MINUTES

Friday 24<sup>th</sup> June 2022

10:00 National Maritime Museum Cornwall



**FALMOUTH  
HARBOUR**

UK's Atlantic gateway.

### Attendees:

John Elliott, Deputy Chair	JE
Mark Chanter, Chair Designate	MC
Miles Carden, CEO	CEO
Lesley Allen	LA
Barry Buist, Falmouth Haven General Manager	BB
Adrian Davis	AD
Ben Grigg	BG
Holly Manvell	HYM
Duncan Paul, Harbour Master	HM
Vicki Spooner	VS
Gary Tranter	GT
Andrew Williams	AW

### Governance

#### 1. Apologies

Carrie Gilmore, Chair

CG

Neil Andrew, Chair of Consultative Committee, was invited but is unable to attend.

- In CG's absence JE will chair the meeting.
- JE welcomed HYM to the Board meeting and thanked BB for all his contributions over the last few years.

#### 2. Declarations (Includes Declarations of Interest and Statutory Declarations)

- MC declared an interest as he works for Stephens Scown LLP re Matters Arising item number 961.
- AW attended a meeting with Trevor Goodman re the Royal Naval Liaison Scheme.
- CEO attended as a guest at the Wildanet Breakfast at the Royal Cornwall Show.

#### 3. Approval of Minutes from Previous Meeting on 13<sup>th</sup> May 2022

- With a few changes the minutes from the previous meeting were tabled and approved.

#### 4. Matters Arising

- CEO went through and updated the Matters Arising. The Board agreed that all Matters Arising were captured.

### Reports

#### 5. Reports by Exception in accordance with Standing Orders

##### a) CEO's Report

- To be reported in Part 2.

## b) HM and Falmouth Pilot Services

- Previously distributed for information.
- Slipway pontoons are in the water with last one to be installed on Mon 27/06/22.
- Commercial moorings maintenance now completed.
- All surveys and any required maintenance have been completed.
- Arrow is out of the water at Mylor. Thanks to TR who has managed this project. HM has contingency measures in place if there are any problems with the LK Mitchell.
- The incident report also includes cases such as theft and petty vandalism. We record all these plus near misses to help identify trends.
- The Board and CEO thanked the Harbour Master and Maintenance Team for the hard work in ensuring urgent projects have been completed.

## c) Falmouth Haven

- Previously distributed for information.
- Start of the season has been busy with the Falmouth Classics and Sea Shanty event last weekend.
- Review meeting with Falmouth Classics arranged for September. Feedback is being collected from staff and visitors.
- Sea Shanty planning came very late so this will be fed back to the Town Team.
- AD attended Falmouth Classics and the Sea Shanty festival and wore FH branded items which prompted several people to talk to him and ask questions.
- Any mooring vacancies are being addressed. Some spare capacity is used for premium moorings. All existing customers have an allocated mooring.
- Boat Park - 15 spaces kept aside for moving the temporary office building and flexibility for events such as Dragons. These spaces are let out on a daily basis for car parking.
- Visitors can pre book moorings via phone and this option will be available on the website shortly. Boat Park bookings can also be pre booked. Harbour Assist will help support pre-bookings.

**ACTION:** BG to work with BB on simple spreadsheet to clearly identify vacancies across all areas and waiting list numbers.

## 6. Environmental Report

- Previously distributed for information.
- VS is working with a couple of consultants on Clean Maritime funding to see if we can become a bunkering port to support green shipping. VS has 2.5 weeks to submit and the bunkering would need to be in place by March 2025.
- We will need to create a strategy around the future of fuels – World Fuels are keen to work with us.
- FH's strategic location gives us a unique position.
- Cruise vessels may switch fuel types as they travel and may express preferences to call at ports that can offer alternative fuels.
- VS and CEO are looking at co-partnering and external funding to support this work.
- The Board gave their full support for progressing with the caveat that we do not overcommit.

**a) Natural Capital (Blue Carbon) Strategy**

- Previously distributed for information
- VS will look at mineral rights as part of this strategy.
- This is a complex area so we are working with the University of Exeter to understand in more detail.
- We will work with partners (Natural England, MMO) to further understand this.
- The Board complimented VS on her papers.

**7. Finance**

**a) Income and Expenditure Account**

- Previously distributed for information.
- Commercial shipping is ahead of budget on numbers and size (tonnage). Hopeful this will continue although this is weather dependent.
- Boat Park discounts will be allocated to the maintenance budget rather than the Haven due to the issues with the slipway pontoons.
- Fuel volumes are up compared to last year.
- TR is working hard on managing the superyacht visits. He has forged a good relationship with the superyacht agents.

**b) Bank Recs**

- Previously distributed for information.

**8. Audit Reports**

- None.

**9. Stakeholder Engagements**

**a) Media Report**

- Previously distributed for information.
- HYM is looking at the social media policy.
- Business Fair last week – good day with lots of refreshing conversations around the sustainability agenda.
- Cornwall Business Awards next week with VS up for Employee of the Year Award and also Falmouth Harbour up for People's Choice Award.

**b) Record Commissioners Stakeholder Activity**

- BG and partner attended Falmouth Classics Supper on Saturday 18<sup>th</sup> June.
- MC and AD and their partners attended the Falmouth Classics Parade of Sail and lunch on Sunday 19<sup>th</sup> June.

**c) Open Day Friday 23rd Sept 2022**

- Following an internal meeting this morning we may change the date to coincide with Maritime UK week 10<sup>th</sup> to 16<sup>th</sup> October.
- The Falmouth Oyster Festival is at the same time.
- The event will be over three days with the first day reserved for school visits.
- The current plan is to have a marquee on the quay with themed partnerships around technology and sustainability.
- We can invite commercial partners such as A&P and Seawide Services.
- Partners would contribute financially as we will do all the marketing and publicity.
- Stakeholders will be able to book meetings with commissioners.

## Project Updates

### 10. Updates

- No updates in Part 1.

## Decisions

### 11. Enforcement and Other Decisions

- None.

## Other Matters

### 12. New Legislation Guidance / Consultations

#### a) [Consultation on the Principles of Marine Net Gain - Defra - Citizen Space](#)

- For note.

#### b) BEIS Consultation on Floating Offshore Wind Manufacturing Investment Scheme

- Previously distributed for information

### 13. Risks

#### a) Review of Red Risks (Strategic Risks 18 and 25)

- Previously distributed for information.
- Information on recent yacht fire in Torquay will be on the MAIB report when it comes out.
- FH's insurers have confirmed that we do not have a lithium battery exclusion.
- We need to work with the liveboards to check their insurance cover as they do work on their boats while they are in the marina.
- HM is meeting with the Fire Service to discuss various items including lithium batteries and fires on boats.
- HM has requested a list of who is living on their boat and when so in case of fire we can prioritise those aboard their boats.
- FH's insurance cover is sufficient to cover the replacement of one pilot boat.

**ACTION:** Conclusion of above work will go to Audit and Risk Committee.

## Correspondence and Urgent Business

### 14. Correspondence

#### a) Letter from HMS Hurworth

- Previously distributed for information.
- The letter has been forwarded to A&P and HM has replied.

### 15. Urgent Business tabled by Commissioners

- None.

### 16. Other Non-Urgent Business

#### a) Port Legislation BPA Roadmap

- Previously distributed for information.

**b) Email Pledge**

- Previously distributed for information.
- Volume of email traffic is one of the biggest stresses for staff so this is a guidance document to try and ease the situation.
- Staff are encouraged to set their out of office notifications when on holiday or not working.
- The Board approved the pledge.

**c) [MAIB Annual Report 2021](#)**

- Link distributed for information.

**d) BPA Circular 178 - Port Industry News May 2022**

- Previously distributed for information.

**e) BPA Circular 190 – Stats Dashboard**

- Previously distributed for information.

**f) BPA Environment & Sustainability Update**

- Previously distributed for information.

Part One ended at 11.37.

**Dates of 2022 Meetings**

Friday 22<sup>nd</sup> July 2022 (Strategy Day)

Friday 2<sup>nd</sup> September 2022 (Q2)

Friday 21<sup>st</sup> October 2022

Friday 25<sup>th</sup> November 2022 (Q3 & Budget)

Friday 16<sup>th</sup> December 2022 (Joint Mtg with Consultative Committee)